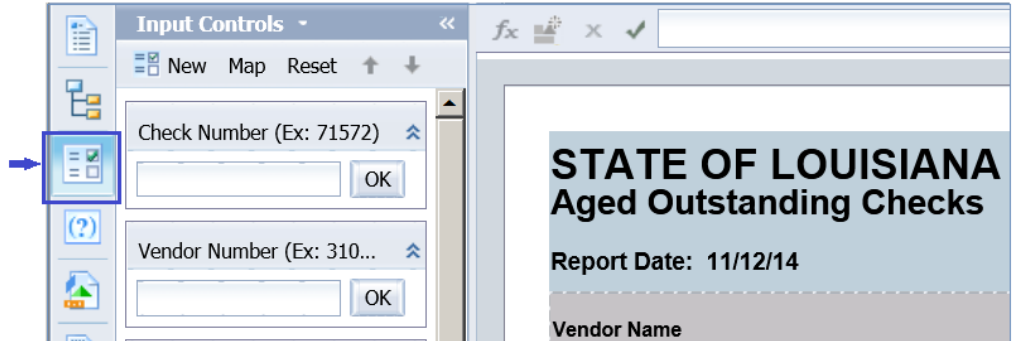This report runs each morning and lists the outstanding (open, unpaid) LaGov vendor checks.

Using the **Input Controls**, you may filter (narrow) the data displayed in the report.

If the **Input Control** panel
is not displayed, click this icon

Report opens with **all Business Areas selected.**

Optional: User may uncheck ☐ Select (All)
and select specific **Business Area(s).**

Report opens with **all Days O/S ranges selected.**

Optional: User may uncheck ☐ Select (All)
and select specific **Days O/S** range(s).

Quick Tips continue on next page

To search for a specific vendor number:
- if you know the Vendor No. but not the Check No.
- *type the entire **Vendor Number** as displayed
- click **OK**

Check Number (Ex: 71572)

[ ] OK

Vendor Number (Ex: 310002147)

310010930 | OK

Payment Document Number (E...

[ ] OK

Remember:
- leave the **Check Number & Pay Doc** blank
- click ☑ Select (All) on all other input controls

To search for a specific check number:
- type in the last digits of the **Check Number**
- you don't need to enter the leading zeroes
- click **OK**

Check Number (Ex: 71572)

71425 | OK

Vendor Number (Ex: 310002147)

[ ] OK

Payment Document Number (E...

[ ] OK

Remember:
- leave the **Vendor Number & Pay Doc** blank
- click ☑ Select (All) on all other input controls